



CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO CITY CLERK

CITY CLERK 12 MAY 30 PM 2:10

Mr./Ms./Mrs.
Name

Dandy
(Last)

lashae
(First)

S.
(Middle)

Residence
Address

Phone: Re: _____

Zip Co: _____

*Work Phone: _____

Resident of Burbank for 7 Years

Burbank Registered Voter: ☒ Yes ☐ No

Fax No. _____

E-Mail Address: _____

****Pursuant to Charter Sections 800 and 810, no person shall be eligible to be City Clerk unless he/she is an elector of and actually lives in the City.**

Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE
Pasadena City College	Business Admin.	5/2010 Business Admin. Cert. 5/2011 Associate in Science
Duke Ellington School of the Arts	Vocal Music	6/1989 Diploma

Additional Pertinent Courses or Training: Earned a certificate and associates in Science - Business administration from Pasadena City College.

Other Pertinent Skills, Experience or Interests: 22 yrs of management experience, Bookkeeping, scheduling, report writing, and payroll. Electronic records & filing.

Employment Information:

Present Occupation: Insurance & Billing Specialist

Name of Firm: Holding Hands, Inc.

Address: 2115 Beverly Blvd. Los Angeles CA 90057

Telephone: 323-938-3434

Specify current or prior service on a City Board, Commission or Committee:

APPLICANT'S NAME: Lashae Dandy

List community activities in which you are involved:

Hands for Hope - Board member - North Hollywood
Hands for Hope - Hope Walk (yearly) - North Hollywood
Hands for Hope - Jazz Serenade Fundraiser (yearly) - North Hollywood

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position:

22 years of management experience, bookkeeping, scheduling, and payroll. Earned AS degree in Business Administration

What are your goals in serving as the City Clerk?

my goal is to effectively maintain city records, documents, ordinances, and books by adhering to city law and standards. while serving the community and the citizens of Burbank in which I live.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE.

ation contained in this application and any accompanying documents is true and correct to

applicant

5/25/12

Date

You are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in the evaluation of your application.

When completed mail/submit original to:

Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, California 91502

LaShae Dan~

OBJECTIVE:

Client driven, quality- focused, and safety- conscious individual seeking a Medical Front Office Assistant position.

SKILLS:

- HIPPA Compliance
- Insurance & Billing
- Medical Terminology
- Typing 70 wpm
- Electronic Records & Filing
- MediSoft/NPAWorks
- MS Word, Excel, PowerPoint, Outlook

Experience:

- 1/2012-Present **Medical Billing, Holding Hands Inc.** **Los Angeles, CA**
- Process patient and insurance billing, statements, reimbursement claims, post transaction and data
 - Post and reconcile insurance and patient payment
 - Audit monthly reports for accuracy, research and resolve incorrect payments, EOB rejections and other issues
 - Set up new patient accounts
 - Answer and resolve patient billing inquiries
 - Retrieve Electronic Remittance Advice (ERA's)
 - Insure accuracy of insurance claims, verify correct ICD-9 and CPT codes for a variety of specialties
- 4/2011-8/2011 **Office Manager, Admin Asst., Centurion Group** **North Hollywood, CA**
- Data entry; Created documents, folders, spreadsheets
 - Organized and filed files and folders
 - Answered telephones and directed calls to appropriate staff
 - Greeted visitors, ascertain purpose of visit, and directed to appropriate staff
- 4/2011-8/2011 **Admin Asst., Providence St. Joseph Medical Center** **Burbank, CA**
- Compiled medical records and information for doctor files
 - Updated information in charts
 - Put together renewal packets for employment/re-certifications
 - Verified that applications were complete with all necessary documents
- 2/2009-2011 **Senior Manager, LPMD Management & Consulting** **Toluca Lake, CA**
- Consulted/help to implement many businesses on:
- Payroll, Bookkeeping, Event Planning, and Marketing
 - Provided Customer Service
 - Managed other employees, and made sure they were up to date with trainings

VOLUNTEER EXPERIENCE:

- **Northridge Hospital-** Health Fair Volunteer
- **Hands for Hope-** Operations/Management Consultant/ Board of Directors Chair
- **Kids In the Spotlight-** Operations/Management Consultant
- **Fun With Drums-** Operations/Management Consultant/ Board of Directors

EDUCATION:

West Valley Occupational Center- Medical Front Office Assistant Certificate
Pasadena City College-A.S. Degree Business Administration
TESST Electronics and Computer Institute -Computer Analyst
Duke Ellington School of the Arts High School- High School Diploma